

December 2022 Subcommittee meeting notes on energy audit

Subject: RE: Marlboro Green Team - Energy Audit Subcommittee meeting

MGT notes from the 12/12 sub-committee meeting on an energy audit project. If you have any questions, please reach out to me. For the email to Sustainable Jersey which I will be constructing in the next few days, that will be copied to just the subcommittee.

Thank you, Jeff

Notes from 12/12/2022 sub-committee meeting held at 4:30. Attendees were Adrienne, Mark, Phyliss and Jeff.

1. Need draft resolution in front of the Administrator targeting the end of January. Mark will strive to get a rough draft in a week.
 - a. Mark: can use the resolution modeled after the generic one attached to the documents received from S-J.
2. Open issue – need one month of utility bills up front. Nancy Quirk has noted this a couple of times. Jeff will ask Nancy via email (when setting up a discussion with S-J for the 2nd or 3rd week of January) why she is stating only one month when 12 months are needed.
 - a. There will likely be other questions to ask of S-J. it is possible, in this case, that the one month's worth of bills is to set up a model of how the bills will be broken down and recorded in the LGEA (Local Government Energy Audit) spreadsheet.
3. Needs for January:
 - a. Township resolution draft and near final copy for presentation by Adrienne to the appropriate township official(s).
 - b. Plan for addressing Bus. Administrator. Adrienne to handle.
 - c. DPW connection and that leader/second level needs to be contacted – Adrienne will ask him for viewpoint. Utilize the building inventory from the 2014 energy audit.
 - d. Schedule meeting with Nancy in January, week 2 or 3. Have some preliminary work to do this prior to that meeting with S-J. 4:30 M-Th, or Friday in the afternoon.
4. Nancy Quirk / S-J meeting: Questions and open issues to be identified by Jeff. Many of the earlier open issues and questions may still apply. Jeff will review and resend relevant questions to S-J. Some questions that will be included in the S-J email:
 - a. At this point in time, what is the 2023 EDF Fellow status?
 - b. If we are operating on the premise that there would not be a 2023 EDF Fellow program, then we are going to work with S-J personnel to sustain an energy audit.
 - i. Who from the S-J organization would take over the EDF fellow responsibility?
 - ii. Would the S-J resource do the same work as the EDF Fellow, or would additional tasks fall on Township personnel and/or the MGT? If yes, which tasks?
 - c. Jeff will review prior emails to Nancy Quirk and identify open questions that could be included in the discussion.

- i. As noted above, still have the open issue of Nancy asking for one month's worth of bills when it seems apparent that 12 months worth of bills are actually needed.
- 5. Future needs following January. TBD